

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA**

November 1, 2021

3:00 PM

I. Call to Order

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Public Comments

V. Approval of Consent Agenda

1. Administration - Surplus Property Offers for Upset Bid Process
Request that the Board of Commissioners accept, subject to the upset bid process, offers that have been submitted for surplus parcels that meet the value parameters previously established by the Board.
2. Administration - Transfer of Property to Classical Charter Schools of America, Inc.
Request that the Board consider transferring parcel # 02100038 at 3640 Maco Rd, NE to the Classical Charter Schools of America, Inc. (Leland area charter school).
3. Clerk to the Board - Meeting Minutes October 18, 2021
Request that the Board of Commissioners approve the Draft Minutes from the October 18, 2021 Regular Meeting.
4. Clerk to the Board - Revised County Budget Calendar FY 2022-2023
Request the Board of Commissioners approve the revised Budget Calendar as presented.
5. County Attorney - Adoption of Record Retention Schedules
Request that the Board of Commissioners adopt the latest Record Retention Schedules for County Government and authorize the Chairperson to sign the schedules and any mandated updates.
6. County Attorney - Avalon Crossing DOD, Lots 1-20
Consider accepting the Deed of Dedication for water and sewer infrastructure for Avalon Crossing, Lots 1-20.
7. County Attorney - Declaration of Surplus property
Request that the Board of Commissioners declare property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for possible future purchase.
8. Finance - Fiscal Items
 1. Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature on the consent agenda.

-Social Services Temporary Positions Budget Amendments

Appropriate additional revenues DHHS is allocating to counties to cover a portion of the county share of administering the FNS program due to the workload increases that counties are experiencing as a result of increased food insecurity due to the pandemic. Brunswick County will be receiving \$121,323.03. The funds are for work already completed and cannot be used to supplant county funding. Due to state and federal waivers, our Medicaid caseloads have doubled. Funding received will be

used to create four (4) temporary positions to assist with processing Medicaid applications and Medicaid recertification.

-Water and Wastewater Claims Settlement Budget Amendments

Appropriate expendable net assets for the refund of capital recovery fees charged from March 6, 2016 thru June 30, 2018 in the water fund of \$4,471,457 and the wastewater fund of \$10,291,934.

-Sheriff Insurance Proceeds Budget Amendment

Appropriate \$25,793 of insurance proceeds to replace total loss vehicle SD506 that was in an accident.

-Emergency Medical Services Insurance Proceeds Budget Amendment

Appropriate \$33,887 of fund balance for insurance proceeds received in prior fiscal year with repairs to damaged ambulances and payment of invoices in the current fiscal year.

-Landfill Transfer Station Budget Amendment and CPO

Transfer \$90,000 of funding from the county capital reserve designated for the landfill transfer station project to the project for award of contract with Dewberry for construction materials testing and special inspections in the amount of \$90,000.

9. Sheriff's Office - Notice of Award & Agreement - Inmate Medical RFP

Request that the Board of Commissioners award and approve the agreement with Wellpath LLC for the Sheriff's Office Detention Center Inmate Healthcare Services, subject to final contract approval by the County Attorney's Office. The agreement is for a one-year term valued at \$1,388,183.

VI. Presentation

1. Clerk to the Board - Proclamation - National Hunger and Homelessness Awareness Week 2021

Request the Board of Commissioner's adopt the Proclamation recognizing the week of November 13-21, 2021 as National Hunger and Homelessness Awareness Week

2. Finance - Presentation - Auditor's Report on the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2021 (Paula Hodges, Partner - Martin Starnes and Associates, CPAs, P.A.)

Request that the Board of Commissioners receives the report from Ms. Paula Hodges, partner of Martin Starnes and Associates, CPAs, P.A., regarding the auditors' opinion of the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2021.

VII. Administrative Report

1. EMS - Coverage Expansion (Ed Conrow, Director)

Request the Board of Commissioners to approve the expansion of Brunswick County Emergency Medical Service ambulance coverage with the addition of eight new positions and two new peak load (12 hour) EMS units.

2. Human Resources - COVID-19 Essential Public Service Premium Pay Policy and Payment (Melanie Turrise)

Request that the Board of Commissioners approve the Brunswick County COVID-19 Essential Public Service Premium Pay Policy and approve to award eligible employees a maximum premium payment of \$2,200 per employee, pro-rated based

on the Policy and through the use of ARPA funds.

VIII. Board Appointments

1. Clerk to the Board - Trillium Board Interim Appointment
Request the Board of Commissioners appoint Commissioner Cooke to the Trillium Health Advisory Board.

IX. Other Business/Informal Discussion

1. FY23-FY27 Strategic Plan Goals and Objectives Overview
Request the Board of Commissioners hear a presentation reviewing the draft FY23-27 Strategic Plan and consider its adoption.

X. Adjournment



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # V. - 1.

Administration - Surplus Property Offers for Upset Bid Process

From:

Steve Stone, Deputy County Manager

Issue/Action Requested:

Request that the Board of Commissioners accept, subject to the upset bid process, offers that have been submitted for surplus parcels that meet the value parameters previously established by the Board.

Background/Purpose of Request:

Parcel	Location	Size	Tax Value	Acquired	Cost	Bid
0230005102	Mt. Misery Rd, Navassa	1.24 acres	\$15,290.00	9-14-2021	\$2,490.48	\$2,500.00

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

Advisory Board Recommendation:

Not Applicable

County Manager's Recommendation:

Recommend the Board of Commissioners accept, subject to the upset bid process, offers that have been submitted for surplus parcels that meet the value parameters previously established by the Board.

ATTACHMENTS:

Description

▢ Bid 0230005102

From: [BrunswickCountyNC.gov](mailto:Steve.Stone@BrunswickCountyNC.gov)
To: [Steve Stone](#)
Subject: Surplus Land Bid: Parcel # 0230005102
Date: Thursday, October 21, 2021 5:19:14 PM

CAUTION: This email originated from outside of Brunswick County Government. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Julia Tripp
(910) 540-6296
julia@trippsconstruction.com
PO Box 126, Ash, NC, 28420, United States
Parcel # 0230005102
Bid Amount: \$2500.00
Optional Additional Comments:



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

From:

Steve Stone, Deputy County Manager

Action Item # V. - 2.

Administration - Transfer of Property to Classical Charter Schools of America, Inc.

Issue/Action Requested:

Request that the Board consider transferring parcel # 02100038 at 3640 Maco Rd, NE to the Classical Charter Schools of America, Inc. (Leland area charter school).

Background/Purpose of Request:

The parcel is the site of the now closed Hood Creek Community Building. The building itself is a 1200 sq. ft. double-wide mobile unit that was placed on the site in 1989. The building is past its useful life and has been closed for several years due to its condition. The parcel is only .20 of an acre and is not large enough for a replacement structure to be put in place in compliance with the County's UDO requirements. One of the charter school corporations owns the parcel that surrounds the County parcel on three sides, and has expressed interest in acquisition of the parcel. The fourth side of the County parcel is bordered by the NC 87 right-of-way.

The County can convey real property to charter schools without consideration in the same manner that property can be conveyed to public schools. If the charter school is willing to accept the property "as is," then the proposal from the County is to make the conveyance without cost to the school corporation.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve transfer of parcel #02100038 to the charter school, contingent upon the school agreeing to accept the parcel "as is."

ATTACHMENTS:

Description

□ Resolution

County of Brunswick
Office of the County Commissioners



**RESOLUTION AUTHORIZING BRUNSWICK COUNTY TO TRANSFER OWNERSHIP OF
TAX PARCEL 02100038 TO CLASSICAL CHARTER SCHOOLS OF AMERICA, INC.**

WHEREAS, the Brunswick County Board of Commissioners, on behalf of the citizens of Brunswick County, wish to support another governmental unit in Brunswick County seeking to make the County a better place for its residents; and

WHEREAS, pursuant to N.C.G.S. § 160A-280, property that the Board of Commissioners deems to be surplus, obsolete, or unused may be donated to another governmental unit within the United States, a sister county, or a non-profit organization incorporated by the United States, one of the United States, or the District of Columbia; and

WHEREAS, pursuant to N.C.G.S. § 160A-280 Charter Schools are governmental units for the purpose of property transfers; and

WHEREAS, Tax Parcel 02100038 is no longer suitable or useful for County purposes; and

WHEREAS, Classical Charter Schools of America, Inc. requests that the ownership of the property and building thereon be transferred.

NOW, THEREFORE, BE IT RESOLVED BY THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS:

1. That Brunswick County is hereby authorized to transfer ownership and possession Tax Parcel 02100038 in an "As-Is" manner through the use of a Special Warranty Deed.
2. That this resolution shall be effective upon adoption.

Adopted this the 1st day of November, 2021.

Randy Thompson, Chairman
Brunswick County Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC
Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # V. - 3.

Clerk to the Board - Meeting Minutes October 18, 2021

From:

Daralyn Spivey

Issue/Action Requested:

Request that the Board of Commissioners approve the Draft Minutes from the October 18, 2021 Regular Meeting.

Background/Purpose of Request:

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve the Draft Minutes from the October 18, 2021 Regular Meeting.

ATTACHMENTS:

Description

- Draft Minutes October 18, 2021

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
October 18, 2021
6:00 P.M.**

The Brunswick County Board of Commissioners met in Regular Session on the above date at 6:00 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

PRESENT: Commissioner Randy Thompson, Chairman
Commissioner Mike Forte, Vice-Chairman
Commissioner J. Martin Cooke
Commissioner Pat Sykes
Commissioner Frank Williams

STAFF: Randell Woodruff, County Manager
Bob Shaver, County Attorney
Steve Stone, Deputy County Manager
David Stanley, Deputy County Manager
Haynes Brigman, Deputy County Manager
Julie Miller, Finance Director
Daralyn Spivey, Clerk to the Board
Meagan Kasczak, Communications Director
Neal Galloway, IT
Raquel Perez, Executive Assistant

Board Action, containing all items in this set of minutes, is filed within the Clerk to the Board's office.

I. CALL TO ORDER

Chairman Thompson called the meeting to order at 6:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Williams gave the Invocation and led the Pledge of Allegiance.

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Thompson asked for adjustments to the agenda. No adjustments were requested.

Commissioner Sykes moved to approve the agenda as presented. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

IV. PUBLIC COMMENTS

Lisa Rushing, Reign Over Me Ministry, commented on the need for affordable housing within the County.

V. APPROVAL OF CONSENT AGENDA

Commissioner Williams moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0). See individual items for approval status:

1. Clerk to the Board - Meeting Minutes October 4, 2021 – Approved

The Board of Commissioners approved the Draft Minutes from the October 4, 2021 Regular Meeting.

2. **Clerk to the Board – Trillium Health Resources/ABC Funds Report FY 20-21 - Approved**
The Board of Commissioners reviewed the report submitted by Dennis Williams, Southern Regional Director for Trillium Health Resources, regarding funding for FY 20-21.
3. **Engineering – Courthouse Addition & Renovation – Monteith Change Order (3) – Approved**
The Board of Commissioners approved the requested Change Order (3) with Monteith Construction Corporation for renewing the exterior concrete joint sealing and pressure washing the building in the amount of \$81,627.00 and twenty-five (25) additional contract days for Courtroom # 5 redesign and accumulated rain days in 2021.
4. **Finance - Fiscal Items - Approved**
The Board of Commissioners approved the following Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature:
 - **LINKS Consolidated Appropriations Act Supplemental Payments**
The Board of Commissioners approved the LINKS Supplemental payments provided by the Consolidated Appropriations Act for the LINKS Program.
 - **Financial Reports for July, August, September 2021 (unaudited)**
The Board of Commissioners received the summary information for General and Enterprise Funds key indicators of Revenues and Expenditures and Cash and Investments with all reports provided at the County website.
5. **Health and Human Services - Public Housing – CARES Funding - Approved**
The Board of Commissioners approved the plan for the use of Public Housing's allocated CARES funding.
6. **Health and Human Services - Public Housing – Increase Subsidy Payment Standards - Approved**
The Board of Commissioners approved the plan to increase the payment standards for the Housing Choice Voucher Program.
7. **IT – ATMC – Metro Ethernet Public Utilities - Approved**
The Board of Commissioners approved the ATMC Metro Ethernet Public Utilities Contract to increase services at an overall reduced cost.
8. **Sheriff's Office – Amendment Ratification – Approved**
The Board of Commissioners approved the ratification of an amendment to the agreement with North Carolina Sound of Goldsboro, LLC which covers a change order to the project originally approved in the FY21 budget request.
9. **Sheriff's Office – Amendment to SRO Agreement with BCS – Approved**
The Board of Commissioners approved an amendment to the agreement with Brunswick County Schools for an additional deputy position to be reimbursed by BCS.
10. **Sheriff's Office – Vehicle Donation Resolution – Approved**
The Board of Commissioners approved the resolution to donate a vehicle currently assigned the Sheriff's Office to the Village of Bald Head Island. The Resolution reads as follows:

**RESOLUTION AUTHORIZING THE BRUNSWICK COUNTY SHERIFF TO
TRANSFER OWNERSHIP OF A BRUNSWICK COUNTY LAW
ENFORCEMENT VEHICLE NO LONGER NECESSARY OR USEFUL FOR
LAW ENFORCEMENT PURPOSES**

WHEREAS, the Brunswick County Board of Commissioners, on behalf of the citizens of Brunswick County, wish to support another governmental unit in Brunswick County seeking to make the County a better place for its residents; and

DRAFT

WHEREAS, pursuant to N.C.G.S. § 160A-280, personal property that the Board of Commissioners deems to be surplus, obsolete, or unused may be donated to another governmental unit within the United States, a sister county, or a non-profit organization incorporated by the United States, one of the United States, or the District of Columbia; and

WHEREAS, the Village of Bald Head Island is another governmental unit within the State of North Carolina and situated in Brunswick County; and

WHEREAS, the Brunswick County Sheriff has a 2009 DODGE CHARGER vehicle, VIN# 2B3KA43T19H548568, that is a fixed asset of Brunswick County, and that is no longer suitable or useful for law enforcement or other County purposes; and

WHEREAS, the Brunswick County Sheriff requests that he be allowed to transfer ownership and possession of the above-described vehicle to the Village of Bald Head Island.

NOW, THEREFORE, BE IT RESOLVED BY THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS:

1. That the Sheriff, or his designee, is hereby authorized to transfer ownership and possession of the 2009 DODGE CHARGER vehicle, VIN# 2B3KA43T19H548568, that is no longer useful or necessary for law enforcement or other County purposes from Brunswick County to the Village of Bald Head Island.
2. That the transfer of the above-described vehicle is “AS IS, WHERE IS” and without any warranties, express or implied.
3. That this resolution shall be effective upon adoption.

Adopted this the 18th day of October, 2021.

Randy Thompson, Chairman
Brunswick County Board of Commissioners

ATTEST:
Daralyn Spivey, NCCCC
Clerk to the Board

11. Superior Court Judge – SAMHSA Contracts – Approved

The Board of Commissioners approved the Year 4 service contracts for the Substance Abuse and Mental Health Services Administration (SAMHSA) grant.

12. Tax Admin – October 2021 Releases – Approved

The Board of Commissioners approved the tax releases for October 2021.

13. Utilities – Northeast Regional Wastewater System Force Main Improvements Change Order (1) - Approved

The Board of Commissioners approved the Final Adjusting Change Order No. 1 with TA Loving Co. for construction of the NE Brunswick Regional Wastewater System Force Main Improvements Contract 1 – West Project with a deductive amount of \$163,701 and a total deduction from the contract from \$2,385,000 to \$2,221,229.

VI. ADMINISTRATIVE REPORT

1. Operation Services – Municipal Solid Waste New Transfer Station Construction Agreement

The Board of Commissioners heard the request to approve the Notice of Award to enter into a construction agreement with Monteith Construction Co. in the amount of \$5,290,090 for the construction of the Municipal Solid Waste New Transfer Station Facility.

Commissioner Williams moved to approve the Notice of Award. The motion was seconded by Vice-Chairman Forte and passed unanimously (5-0).

VII. OTHER BUSINESS/INFORMAL DISCUSSION

No other business brought forward for discussion

VIII. CLOSED SESSION

1. Closed Session

Request the Board of Commissioners conduct a Closed Session meeting pursuant to G.S. 143-318.11(a)(1)(3)(4) and (6) to approve Draft Closed Session Minutes from September 18, 2021, to consult with Attorney, to discuss matters relating to the location or expansion of industries or other businesses in the area serviced by the public body, and to discuss personnel matters.

Mr. Shaver noted the statutory requirements listed above.

Commissioner Cook made the motion to enter Closed Session as stated at 6:14 p.m. The motion was seconded by Commissioner Sykes and passed unanimously (5-0).

X. ADJOURNMENT

Commissioner Williams moved to adjourn the meeting at 6:58 p.m. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:

Daralyn Spivey, NCCMC
Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

From:
Daralyn Spivey

Action Item # V. - 4.

Clerk to the Board - Revised County Budget Calendar FY 2022-2023

Issue/Action Requested:

Request the Board of Commissioners approve the revised Budget Calendar as presented.

Background/Purpose of Request:

Revised for the Commissioners' Strategic planning and Goal setting workshop 11/1/2021.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve the revised Budget Calendar as presented.

ATTACHMENTS:

Description

▣ Budget_Calendar_FY23 Approved (amended).pdf

County of Brunswick
Budget Calendar
Fiscal Year 2022-2023

Date of Action	Budget Procedure	Action By
11/1/2021	Commissioners' Strategic planning and Goal setting workshop 3:00pm	Director of Fiscal Operations
11/2/2021	Distribution of Capital Improvement Forms and Instructions	Board of County Commissioners, County Manager
12/7/2021	Distribution of Goals Forms and Instructions	County Manager
12/20/2021	Preliminary Capital Improvement forms Due to Director of Fiscal Operation	Leadership Team
1/3-1/14/2022	Compile Preliminary Capital Improvement Plan	County Manager, Director of Fiscal Operations
1/10/2022	Submit Goals to County Manager and/or Deputy County Manager	Leadership Team
1/11-1/21/2022	Compile Department Goals	County Manager
1/19/2022	Distribution of Budget Forms and Instructions	Director of Fiscal Operations
2/7-2/8/2022	Commissioners' Countywide Goal workshop Day 1: 9:00am – 3:00pm Day 2: 9:00am – 5:00pm	Board of County Commissioners, County Manager
3/4/2022	Submit Budget Requests to County Manager, Deputy County Manager and Director of Fiscal Operations	Leadership Team and Agency Officials
3/18/2022	Compile Department and Agency Budget Requests to County Manager	Director of Fiscal Operations
3/28-4/15/2022	Meet with Leadership Team on Requested & Recommended Budget.	County Manager, Deputy County Managers, Director of Fiscal Operations
5/2/2022	Commissioners' Budget Workshop 9:00am – 3:00pm	Board of County Commissioners, County Manager
5/16/2022	Presentation of Recommended Budget and Budget Message to Board of County Commissioners, Set Date and Time of June 6, 2022, at 3:00pm for public hearing.	County Manager, Board of Commissioners
5/17/2022	File copy with Clerk to the Board; Recommended budget remains open for public review until Budget Ordinance is adopted.	County Manager
5/17/2022	Submit legal notice in media stating Recommended Budget submitted to the Board; copy available for public review; time, date, place of public hearing.	Clerk to the Board of County Commissioners
6/6/2022	Public Hearing 3:00pm; Study sessions on Recommended Budget at 1:00pm - 3:00pm, if needed.	Board of County Commissioners
6/20/2022	Adoption of Budget	Board of County Commissioners
7/1/2022 if applicable	Within thirty (30) days after enactment of the budget a public notice shall be published, reflecting a summary of the enacted budget showing the intended use of entitlement funds, if any.	Clerk to the Board of County Commissioners



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # V. - 5.

From: County Attorney - Adoption of Record Retention Schedules
Bryan W. Batton, Asst. County Attorney

Issue/Action Requested:

Request that the Board of Commissioners adopt the latest Record Retention Schedules for County Government and authorize the Chairperson to sign the schedules and any mandated updates.

Background/Purpose of Request:

In order to destroy documents which no longer have value or have been electronically preserved, Brunswick County must adopt retention schedules as set forth by North Carolina Department of Natural and Cultural Resources. While there is a main schedule for General County Government, there are separate schedules for certain programs/departments. These include programs such as the Board of Elections, Register of Deeds, Sheriff's Office, Social Services, Health Department, Tax Administration, Veteran Services, and Libraries.

The retention schedules are highly detailed and lengthy documents which can be found here.
<https://archives.ncdcr.gov/government/local>

The Board of Commissioners has previously approved the different schedules. However, several schedules have been amended or replaced since that time.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Attorney's Recommendation:

Request that the Board of Commissioners adopt the latest Record Retention Schedules for County Government and authorize the Chairperson to sign the schedules and any mandated updates.

County Manager's Recommendation:

Recommend the Board of Commissioners adopt the latest Record Retention Schedules for County Government and authorize the Chairperson to sign the schedules and any mandated updates.

ATTACHMENTS:

Description

- Record Policy Signature Pages

County Management Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

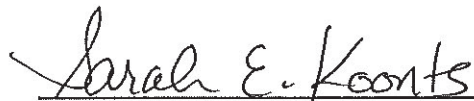
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If a county does not establish internal policies and retention periods, the county is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

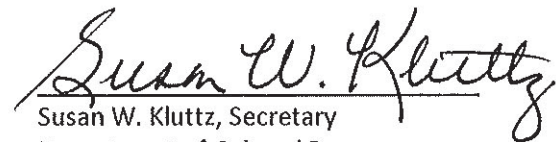
APPROVAL RECOMMENDED

Chief Administrative Officer/
County Manager


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners


Susan W. Kluttz, Secretary
Department of Cultural Resources

County: _____

April 15, 2013

County Management Records Retention Schedule Amendment

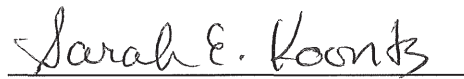
Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

STANDARD 6. EMERGENCY SERVICES RECORDS

Amending Item 1, 911 Recordings as shown on substitute page 43 and Item 13, Emergency Notifications as shown on substitute pages 45 and 45a.

APPROVAL RECOMMENDED

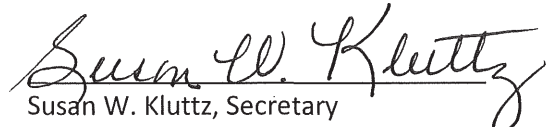
Chief Administrative Officer/
County Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners



Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

County: _____

October 1, 2016

2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends*." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends*." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends*."

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

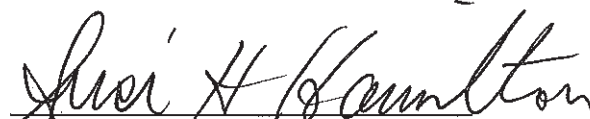
APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____


Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

Local Health Departments Records Retention and Disposition Schedule

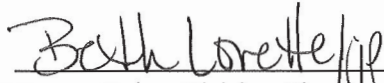
The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. This agency-specific records schedule should be used in concert with the current Local Government Agencies General Records Retention and Disposition Schedule to provide full records management guidance. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

This local government agency and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when *"reference value ends."* The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction *"destroy when reference value ends."* If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction *"destroy when reference value ends."*

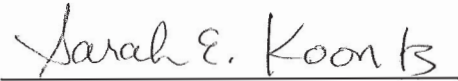
The local government agency and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

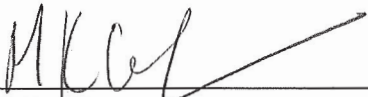


Beth Lovette
Danny Staley, Division Director (Acting)
DHHS, Division of Public Health

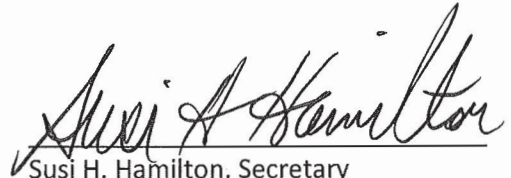


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Mandy K. Cohen, MD, MPH, Secretary
Department of Health and Human Services



Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

ACKNOWLEDGED (AGREED TO COMPLY)

Local Health Director

Chair, Local Board of Health or Board of
County Commissioners

County

March 1, 2019

Register of Deeds
Records Retention and Disposition Schedule

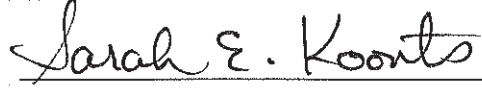
The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records including electronic records not listed in this schedule are not authorized to be destroyed.***

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If an office does not establish internal policies and retention periods, the office is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

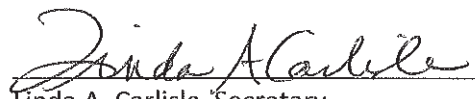
Register of Deeds



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners



Linda A. Carlisle, Secretary
Department of Cultural Resources

Name of County

October 10, 2012



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # V. - 6.

From:

Asst. County Attorney-Bryan Batton

County Attorney - Avalon Crossing DOD, Lots 1-20

Issue/Action Requested:

Consider accepting the Deed of Dedication for water and sewer infrastructure for Avalon Crossing, Lots 1-20.

Background/Purpose of Request:

Avalon Land Development, LLC has submitted a Deed of Dedication for water and sewer infrastructure in Avalon Crossing, Lots 1-20. The lines have been tested and approved and are ready to be incorporated into our utility system.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

\$ 90,560.00 for water

\$ 70,500.00 for sewer

Approved By County Attorney:

Yes

County Attorney's Recommendation:

Accept the Deed of Dedication for water and sewer infrastructure from Avalon Land Development, LLC.

County Manager's Recommendation:

Recommend the Board of Commissioners accept the Deed of Dedication for water and sewer infrastructure for Avalon Crossing, Lots 1-20.

ATTACHMENTS:

Description

- ▣ Avalon Crossing, Lots 1-20 DOD

Prepared by: Rachel M. Bengé, Attorney - Hodges Coxé & Potter LLP, 3907-100 Wrightsville Avenue,
Wilmington, NC 28403

DEED OF DEDICATION

STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

THIS DEED OF DEDICATION, made and entered into this ____ day of September, 2021, by and between AVALON LAND DEVELOPMENT, LLC, a North Carolina limited liability company with an office and place of business in New Hanover County, North Carolina, party of the first part, hereinafter referred to as "Developer", and BRUNSWICK COUNTY, a governmental entity created and existing under the laws of the State of North Carolina, party of the second part, hereinafter referred to as Grantee;

WITNESSETH:

WHEREAS, Developer is the owner and developer of a tract or parcel located in Lockwood Folly Township, Brunswick County, North Carolina, known as Avalon Crossing; and

WHEREAS, Developer has caused to be installed water distribution lines and sewer lines under and along the road rights-of-way hereinafter described and referenced; and

WHEREAS, Developer wishes to obtain water and sewer from Grantee for the property and to make water and sewer from Grantee's system available to individual owners; and

WHEREAS, Grantee has adopted through appropriate resolution stated policy regarding water distribution and sewer systems under the terms of which, among other things, in order to obtain water and sewer for said subdivision Developer must convey title to the water and sewer distribution system to Grantee through an instrument of dedication acceptable to Grantee.

NOW, THEREFORE, Developer, in consideration of Grantee accepting said water and sewer lines and making water and sewer available to said subdivision, has conveyed by these presents does hereby convey to Grantee, its lawful successors and assigns, the following described property:

All water and sewer pipelines, equipment, and apparatuses used in the water distribution system and sewer collection system that is constructed upon the property more fully depicted in the plat recorded at Map Cabinet 132, Page 33-34, which plat is hereby incorporated by reference as if fully set forth herein, and also shown on the asbuilt record drawings prepared by CSD Engineering dated 9/21/2021 and attached herein as Exhibit A.

TO HAVE AND TO HOLD said water and sewer lines and equipment above described together with the privileges and appurtenances thereto belonging to Grantee forever.

Non-exclusive easements over, along and upon the entire area of the streets and cul-de-sacs depicted on the maps and serving the areas referenced above for the purposes of entry into the subdivision for maintenance, repair and upkeep of the water and sewer distribution systems and for connecting the same to the individual lots developed or to be developed lying adjacent to said streets and cul-de-sacs reserving unto Developers, its successors and assigns, equal rights of easement and easement over, in, along and upon said streets and cul-de-sacs for purposes of installing and maintaining such utilities as may be required for the development of said subdivision, including, but not limited to, electric, gas, telephone cable and sewer.

And Developer does hereby covenant that it is seized of said water and sewer lines and equipment described above in fee simple and has the right to convey the same in fee simple, that the same are free and clear of encumbrances, and that it will warrant and defend the title to the same against all persons whomsoever.

Developer warrants to Grantee that the system herein conveyed is of good quality and free from faults and defects, and conforms to as-built drawings. Developer warrants said system for a period of one (1) year from the date of recording this Deed of Dedication in the office of the Brunswick County Register of Deeds.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Grantor has caused this instrument to be duly executed, the day and year first above written.

AVALON LAND DEVELOPMENT, LLC

By: [Signature]
Steve Shuttleworth, Manager

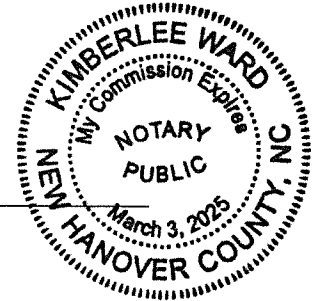
State of North Carolina

County of New Hanover

I, a Notary Public of the County and State aforesaid, do hereby certify that Steve Shuttleworth personally came before me this day and acknowledged that he is Manager of Avalon Land Development, LLC, a North Carolina limited liability company, and that he, as Manager, being authorized to do so, executed the foregoing on behalf of the limited liability company.

Witness my hand and official seal, this 4th day of October, 2021.

Kimberlee Ward
Notary Public



My Commission Expires: 3-3-2025

ACCEPTANCE OF DEED

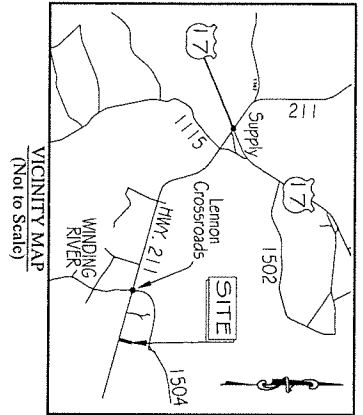
This Deed of Dedication and accompanying Affidavit were accepted by the Brunswick County Board of Commissioners on the ____ day of _____, 2021.

Brunswick County Board of Commissioners

By: _____
Randy Thompson, Chairman

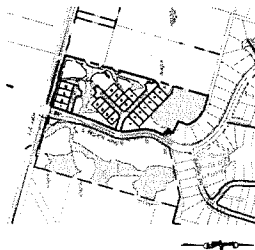
Attest:

By: _____
Daralyn Spivey, Clerk to the Board



WATER + SEWER RECORD DRAWINGS for **AVALON CROSSING**

OVERALL SITE
SCALE: 1" = 500'

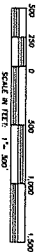


INDEX TO DRAWINGS	
SHEET NO.	DESCRIPTION
1 OF 2	COVER SHEET
2 OF 2	WATER & SEWER RECORD DRAWINGS

AS-BUILTS

NOTES:

1. AS-BUILT DRAWING PROVIDED AND PROVIDED BY DATE FIELD ENGINEERING

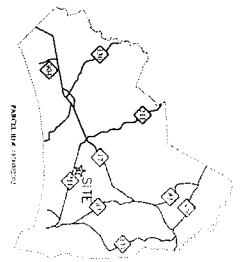


AS-BUILT WATER & SEWER LINES

LINE	SIZE	DEPTH	LOCATION
1	12"	4'	100' E. OF 17
2	12"	4'	100' E. OF 17
3	12"	4'	100' E. OF 17
4	12"	4'	100' E. OF 17
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24	12"	4'	100' E. OF 17
25	12"	4'	100' E. OF 17
26	12"	4'	100' E. OF 17
27	12"	4'	100' E. OF 17
28	12"	4'	100' E. OF 17

NOTES:

1. DRAINAGE SURVEY PERFORMED BY DAVENPORT AND ASSOCIATES.
2. THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA.
3. THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA.
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27. THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA.
28. THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA.



ENGINEERING
LEONARD E. C. 2710
LAND PLANNING
CONSULTING / RESIDENTIAL
P.O. BOX 4441
WILMINGTON, NC 28405
(910) 751-4441

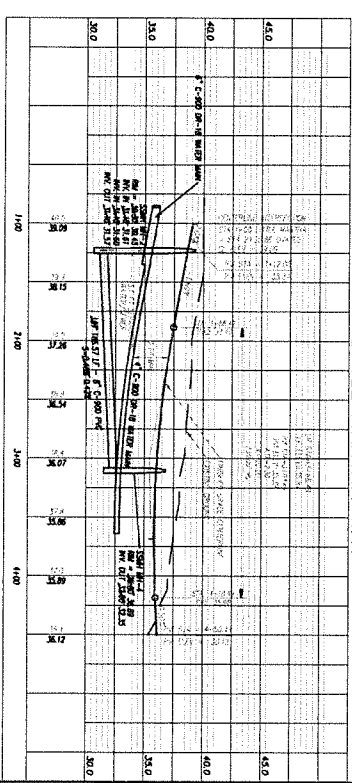
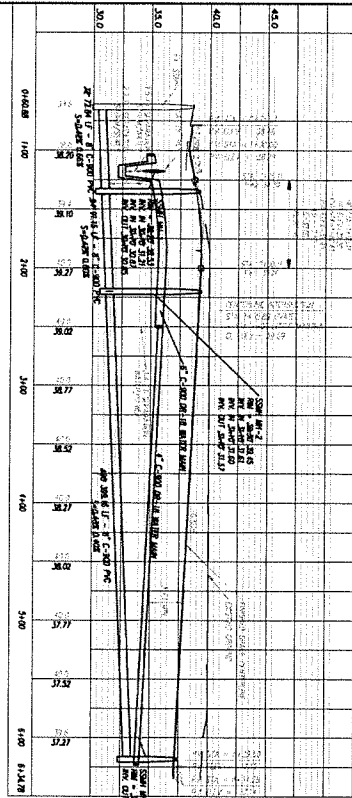
COVER SHEET
AVALON CROSSING

WATER & SEWER RECORD DRAWINGS for
AVALON CROSSING
LOCATED IN LOOKWOOD TOWNSHIP
BRUNSWICK COUNTY, NORTH CAROLINA
OWNER: AVALON LAND DEVELOPMENT, LLC
711 CAROLINA BEACH AVE N
CAROLINA BEACH, NC 28583

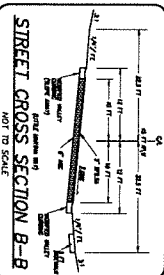


REV. NO.	REMARKS	BY	DATE
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25			
26			
27			
28			

DATE: 8/21/21
SCALE: 1" = 500'
DRAWN BY: JSM
CHECKED BY: HSN
PROJECT NO.: 185-0001



NOTES:
1. AS-BUILT SURVEY PERFORMED AND PROVIDED BY CAPE TEAR ENGINEERING.



1	LOCATED 2nd GIVE VALUE TO SPIN	SP	1/15/78
REV. NO.	REMARKS	BY	DATE



WATER & SEWER RECORD DRAWINGS for
AVALON CROSSING
LOCATED IN LOCKWOOD FOLLY TOWNSHIP
BRUNSWICK COUNTY, NORTH CAROLINA

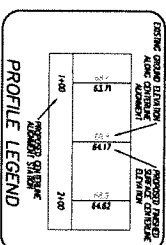
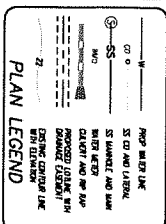
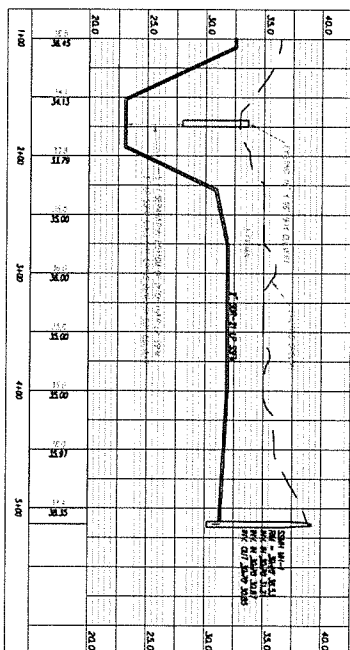
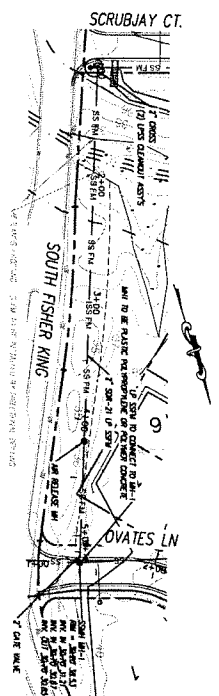
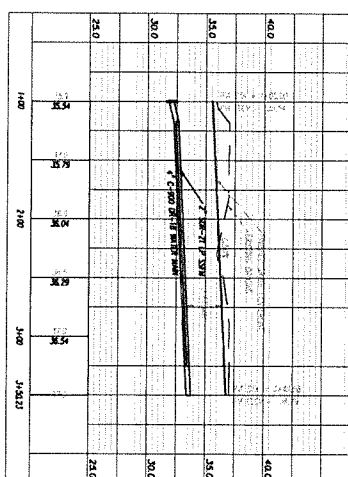
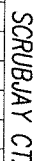
OWNER: AVALON LAND DEVELOPMENT, LLC
711 CAROLINA BEACH AVE N.
CAROLINA BEACH, NC 28428

STA: 0+81 - END
OVATES LANE

STA: 0+77 - END
LITTLE MARTHA WAY

No material is supplied by US DRAINAGE. All of water content. The use of this amount, of any part of it, shall remain subject to the Engineer's review and approval. Measurements, methods, and/or materials used for the construction of the drainage shall be subject to the Engineer's review and approval. The original contract documents shall be referred to for complete details.

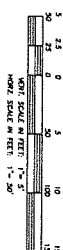
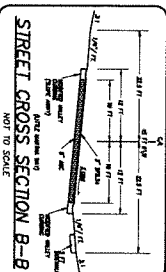
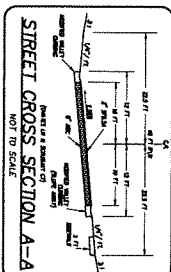
LICENSE # C-2710
 ENGINEERING
 LAND PLANNING
 COMMERCIAL / RESIDENTIAL
 P.O. BOX 4911
 MCKEESVILLE, NC 28408
 (310) 751-4441



AS-BUILTS

NOTES:

1. AS-BUILT SURVEY PERFORMED AND PROVIDED BY CAPE FEAR ENGINEERING



I	LOCKED IF DATE VALUE ON SSFN	JOB	8/9/71	
REV. NO.	REMARKS	BY	DATE	



WATER & SEWER RECORD DRAWINGS for
AVALON CROSSING
LOCATED IN LOCKWOOD FOLLY TOWNSHIP
BRUNSWICK COUNTY, NORTH CAROLINA

OWNER: AVALON LAND DEVELOPMENT, LLC
711 CAROLINA BEACH AVE N.
CAROLINA BEACH, NC 28428

STA: 1+00 - END
SCRUBJAY CT.
STA: 1+00 - END
LP SSFM EXTENSION

CSD
ENGINEERING
LICENSE # C-2710
ENGINEERING
AND PLANNING
COMMERCIAL / RESIDENTIAL
P.O. BOX 4241
WILMINGTON, NC 28408
(310) 791-4441

Prepared by: Rachel M. Bengé, Attorney - Hodges Coxé & Potter, LLP, 3907-100 Wrightsville Avenue, Wilmington, NC 28403

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF BRUNSWICK

AVALON LAND DEVELOPMENT, LLC, a North Carolina limited liability company, with an office and place of business in New Hanover County, North Carolina, hereinafter referred to as Affiant, being first duly sworn, hereby deposes and says under oath as follows:

1. That it is the owner of certain property located in Lockwood Folly Township, Brunswick County, North Carolina, known as Avalon Crossing Subdivision, containing lots numbered 1 thru 20, as more particularly described in a Deed of Dedication in favor of Brunswick County of even date herewith.
2. That it has caused to be installed water distribution lines and sewer lines under and along the road right-of-ways property hereinafter described and referenced:

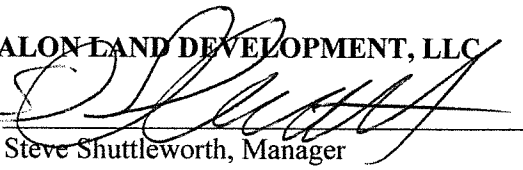
All water and sewer pipelines, equipment, and apparatuses used in the water distribution system and sewer collection system that is constructed upon the property more fully depicted in the plat recorded at Map Cabinet 132, Page ~~33~~ 34, which plat is hereby incorporated by reference as if fully set forth herein, and also shown on the asbuilt record drawings prepared by CSD Engineering dated 9/21/2021 and attached herein as Exhibit A.

3. All the work which has been performed in the construction and installation of said water distribution lines and sewer lines described in paragraph 2, above, has been fully paid for and there are now no liens of any kind including any lien for labor or material against the subdivision property

which would in any way jeopardizes title of Affiant to the property in said subdivision nor are there any legal actions pending against Affiant or any contractor arising out of any work performed in said subdivision or the water lines and sewer lines installed therein which would in any way jeopardize title to the subdivision or the water distribution lines and sewer lines located therein.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be duly executed, the day and year first above written.

AVALON LAND DEVELOPMENT, LLC

By: 

Steve Shuttleworth, Manager

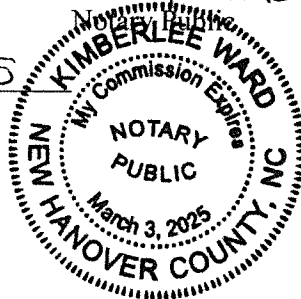
State of North Carolina

County of New Hanover

I, a Notary Public of the County and State aforesaid, do hereby certify that Steve Shuttleworth personally came before me this day and acknowledged that he is Manager of Avalon Land Development, LLC, a North Carolina limited liability company, and that he, as Manager, being authorized to do so, executed the foregoing on behalf of the limited liability company.

Witness my hand and official seal, this 4th day of October, 2021.

My Commission Expires: 3-3-2025



WATER + SEWER RECORD DRAWINGS for
AVALON CROSSING



OVERALL SITE
SCALE: 1" = 500'

INDEX TO DRAWINGS		
SHEET NO.	DESCRIPTION	DRAWING NO.
1 OF 3	COVER SHEET	CDP
2 OF 3	COVER LAMP, LIGHT BATHING UNIT	EP-1
3 OF 3	INTERNAL COVER, 1/4 INCH EXTENSION	EP-2

AS-BUILTS

NOTES:



AS-BUILT MATERIAL & SPIDER LENGTHS

		MAY			
REQ.	QTY.	REQ.	QTY.	REQ.	QTY.
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-

		JUNE			
REQ.	QTY.	REQ.	QTY.	REQ.	QTY.
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-

		JULY			
REQ.	QTY.	REQ.	QTY.	REQ.	QTY.
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-

		AUG.			
REQ.	QTY.	REQ.	QTY.	REQ.	QTY.
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-

		SEPT.			
REQ.	QTY.	REQ.	QTY.	REQ.	QTY.
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-

		OCT.			
REQ.	QTY.	REQ.	QTY.	REQ.	QTY.
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-

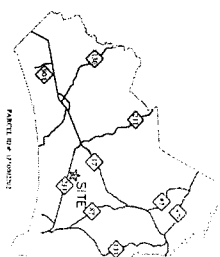
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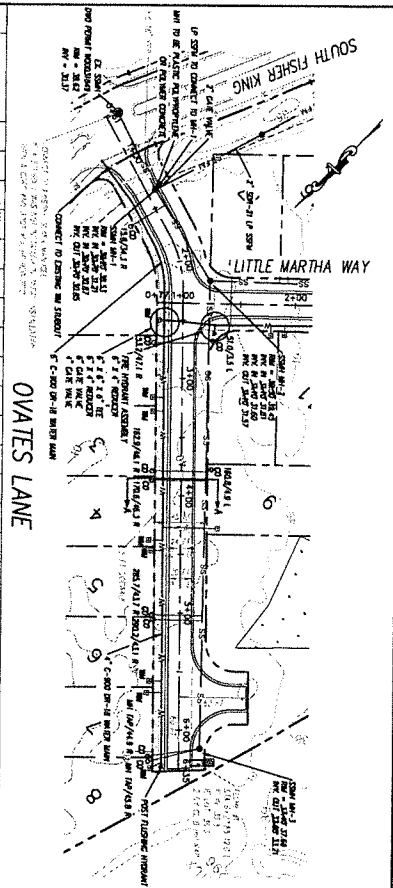
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1/2"	-	1/2"	-	1/2"	-

		TOTAL			
REQ.	QTY.	REQ.	QTY.	REQ.	QTY.
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-
1/2"	-	1/2"	-	1/2"	-

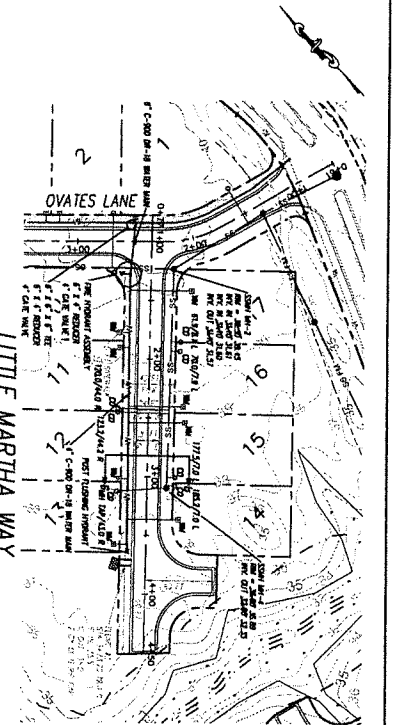
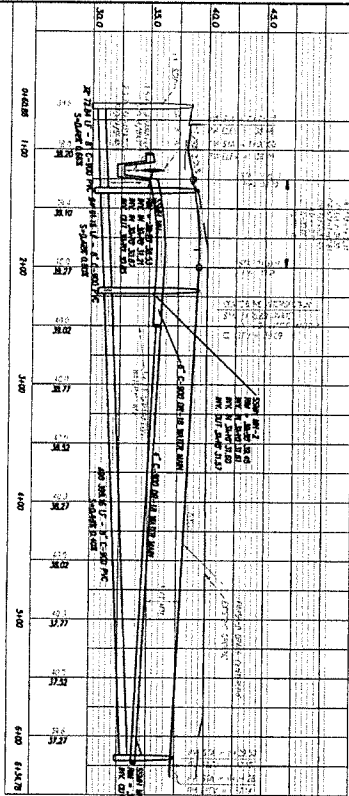
- ## **Notes**

- [illegible]

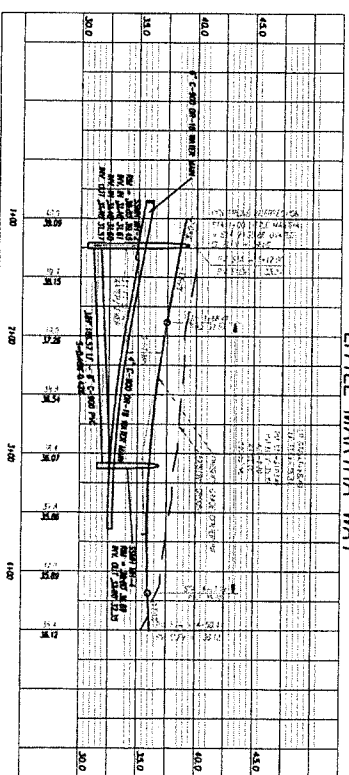




OVATES LANE

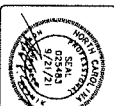
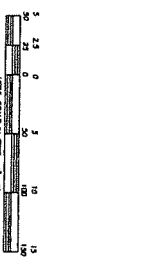
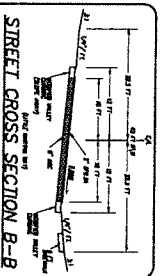
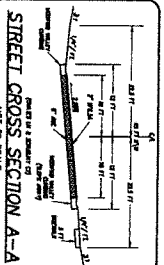
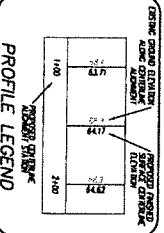
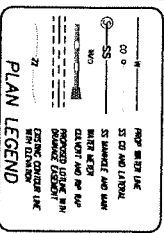


LITTLE MARTHA WAY



AS-BUILTS

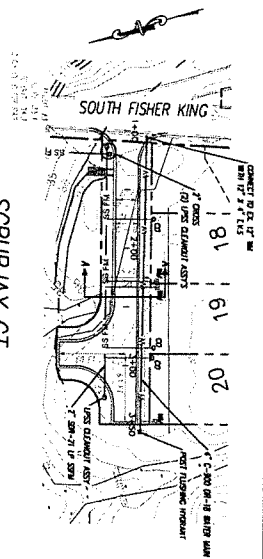
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1. AS-BUILT SURVEY PERFORMED AND PROVIDED BY CLAY TEAM ENGINEERING.



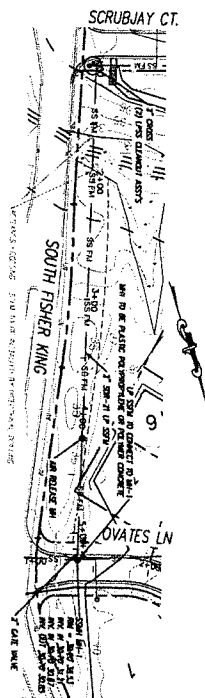
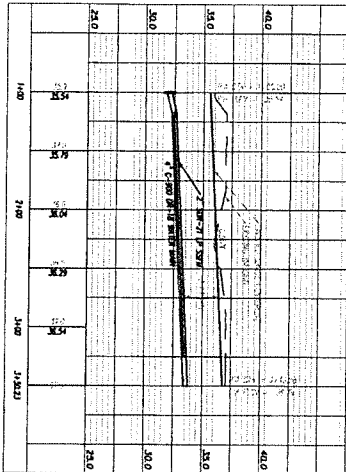
DATE: 9/20/21
DRAWN BY: JCM
CHECKED BY: HSM
PROJECT NO.: 09-005

OWNER: AVALON LAND DEVELOPMENT, LLC
711 CAROLINA BEACH AVE N
CAROLINA BEACH, NC 28582

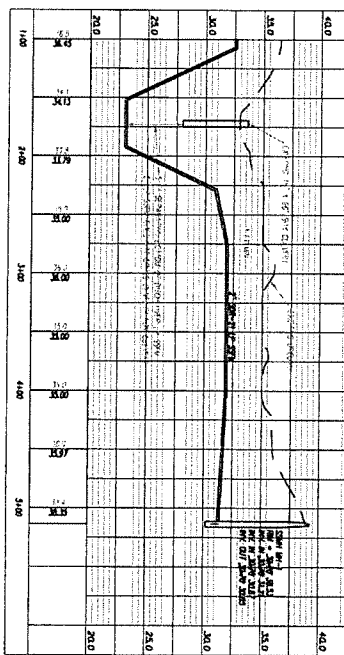
STA: 0+61 - END
OVATES LANE
STA: 0+77 - END
LITTLE MARTHA WAY



SCRUBJAY CT.

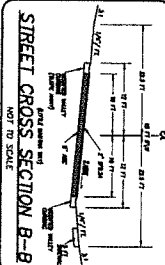
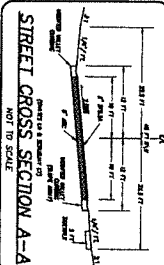
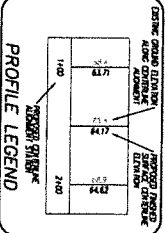
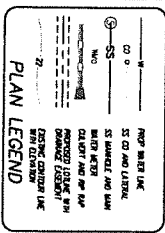


LP SSFM EXTENSION



AS-BUILTS

NOTES:
1. AS-BUILT SURVEY PERFORMED AND PROVIDED BY CLARK TROTT ENGINEERING



DATE: 8/20/21	BY: JH	DATE: 8/20/21
DRAWN BY: JSM	CHECKED BY: JSM	PROJECT NO: 20-0001
3 3		

OWNER: AVALON LAND DEVELOPMENT, LLC
771 CAROLINA BEACH AVE N.
CAROLINA BEACH, NC 28528

STA: 1+00 - END
SCRUBJAY CT.
STA: 1+00 - END
LP SSFM EXTENSION

CSD
ENGINEERING
LICENSE # C-2710
CONSTRUCTION / RESIDENTIAL
N.C. REG. 4241
(910) 791-4411



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # V. - 7.

From:

Asst. Attorney--Bryan Batton

County Attorney - Declaration of Surplus property

Issue/Action Requested:

Request that the Board of Commissioners declare property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for possible future purchase.

Background/Purpose of Request:

The County has obtained parcel # 141MG033 recently through tax foreclosure, and they need to be added to the County's surplus property pool. Said parcel was purchased for \$ 2,311.31 and has a tax value of \$ 8,000.00.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Attorney's Recommendation:

To consider declaring Parcel # 141MG033 as surplus land, and if so, then to list it on the County's website as such.

County Manager's Recommendation:

Recommend the Board of Commissioners declare property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for possible future purchase.

ATTACHMENTS:

Description

☐ Thompson Heirs Deed

This certifies that there are no delinquent ad valorem taxes, fees, assessments or other liens which the Brunswick County Tax Collector is charged with collecting, that are a lien on: Parcel Number 141MG033 as notated by the Brunswick County Assessor's Office. This is not a certification that the parcel number matches the deed description.

OCT 08 2021 [Signature]
Date (Asst) Tax Col. / Del. Tax Spec.



B4726 P0212 10-15-2021 14:02:46.000
Brunswick County, NC Register of Deeds Brenda M. Clemmons PROP page 1 of 2

Returned to Bryan Batton Type Officer
Total \$ 20 Rev. Int. 0.03
Check # 1083 Cash \$ 20
Refund Cash \$ Finance
[] Portions of document are illegible due to condition of original
[] Document contains seals verified by original instrument that cannot be reproduced or copied

Prepared by: Bryan W. Batton, Post Office Box 249, Bolivia, NC 28422

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

COMMISSIONER'S DEED

This Deed, made this 8th day of October, 2021, by Bryan W. Batton, Commissioner, to **The County of Brunswick**, PO Box 249, Bolivia, NC 28422.

WITNESSETH

That whereas Bryan W. Batton was appointed commissioner under an order of the District Court of Brunswick County, North Carolina, in the tax foreclosure proceeding entitled "County of Brunswick vs. James Arthur Thompson III, et al, Case # 21 CVD 254, and Bryan W. Batton was directed by the order as commissioner to sell the property hereinafter described at public sale after due advertisement according to law; and

Whereas Bryan W. Batton, commissioner, did on the 10th day of September, 2021, offer the land hereinafter described at a public sale at the Brunswick County Courthouse door, in Bolivia, North Carolina, wherein **The County of Brunswick** became the last and highest bidder for said land for the sum of \$ 2,400.58 for Parcel # 141MG033, and no upset or increased bid having been made within the time allowed by law, and the sale having been confirmed, and Bryan W. Batton having been ordered to execute a deed to the purchaser upon payment of the purchase money;

Now, in consideration of the premises and the sum of \$ 2,400.58 for Parcel # 141MG033, receipt of which is hereby acknowledged, Bryan W. Batton, commissioner, does, by these presents, hereby bargain, sell, grant, and convey to **The County of Brunswick** and its heirs and assigns, that property situated in Brunswick County, North Carolina, and described as follows:

PARCEL # 141MG033:

Section 16—Lot 39

BEING Lot Number 39, Section Number 16 of the plan of Boiling Spring Lakes, a



map of which appears of records in Cabinet H of Maps at Page 326, Records of Brunswick County North Carolina. This lot is located in Town Creek Township.

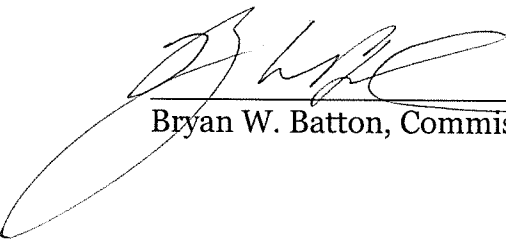
Section 16—Lot 40

BEING Lot Number 40, Section Number 16 of the plan of Boiling Spring Lakes, a map of which appears of records in Cabinet H of Maps at Page 326, Records of Brunswick County North Carolina. This lot is located in Town Creek Township.

This conveyance is made subject to 2022 County and City property taxes, the payment of which shall be assumed by the purchaser. To have and to hold the aforesaid tract of land, to **The County of Brunswick** and its heirs and assigns forever, in as full and ample manner as Bryan W. Batton, commissioner, is authorized and empowered to convey the same.

In witness whereof, Bryan W. Batton, commissioner, has hereunto set his hand and seal.

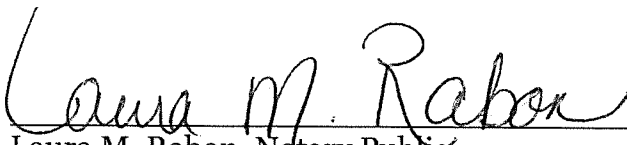
NORTH CAROLINA
BRUNSWICK COUNTY

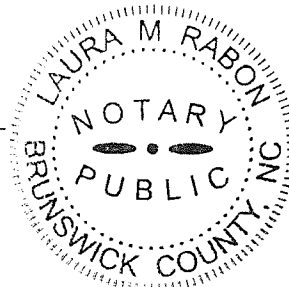

Bryan W. Batton, Commissioner

(SEAL)

I, Laura M. Rabon, Notary Public of this County, do hereby certify that Bryan W. Batton, commissioner, grantor, personally appeared before me this day and that I have personal knowledge of the identity of the principal; that he acknowledged to me that he voluntarily signed the foregoing document for the purpose stated therein.

Witness my hand and official seal this 8th day of October, 2021.


Laura M. Rabon, Notary Public
My commission expires: 5/22/2026.





Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # V. - 8.

Finance - Fiscal Items

From:

Julie A. Miller

Issue/Action Requested:

1. Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature on the consent agenda.

-Social Services Temporary Positions Budget Amendments

Appropriate additional revenues DHHS is allocating to counties to cover a portion of the county share of administering the FNS program due to the workload increases that counties are experiencing as a result of increased food insecurity due to the pandemic. Brunswick County will be receiving \$121,323.03. The funds are for work already completed and cannot be used to supplant county funding. Due to state and federal waivers, our Medicaid caseloads have doubled. Funding received will be used to create four (4) temporary positions to assist with processing Medicaid applications and Medicaid recertification.

-Water and Wastewater Claims Settlement Budget Amendments

Appropriate expendable net assets for the refund of capital recovery fees charged from March 6, 2016 thru June 30, 2018 in the water fund of \$4,471,457 and the wastewater fund of \$10,291,934.

-Sheriff Insurance Proceeds Budget Amendment

Appropriate \$25,793 of insurance proceeds to replace total loss vehicle SD506 that was in an accident.

-Emergency Medical Services Insurance Proceeds Budget Amendment

Appropriate \$33,887 of fund balance for insurance proceeds received in prior fiscal year with repairs to damaged ambulances and payment of invoices in the current fiscal year.

-Landfill Transfer Station Budget Amendment and CPO

Transfer \$90,000 of funding from the county capital reserve designated for the landfill transfer station project to the project for award of contract with Dewberry for construction materials testing and special inspections in the amount of \$90,000.

Background/Purpose of Request:

Fiscal Impact:

Budget Amendment Required, Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature on the consent agenda.

ATTACHMENTS:

Description

- ▣ 20210630 Budget Amendment Wastewater settlement of capital recovery fees.pdf
- ▣ 20210630 Budget Amendment Water settlement of capital recovery fees.pdf
- ▣ 20211101 Budget Amendment DSS Temporary Positions.pdf
- ▣ 20211101 Budget Amendment Sheriff Insurance Proceeds.pdf
- ▣ 20211101 Budget Amendment EMS Insurance Proceeds.pdf
- ▣ 20211101 Budget Amendment Landfill Transfer Station Dewberry.pdf
- ▣ 20211101 CPO Landfill Transfer Station.pdf

Request Info	
Type	Budget Amendment
Description	Wastewater settlement of capital recovery fees
Justification	Board Meeting 06/30/2021-Appropriate expendable net assets for the settlement of capital recovery fees charged from March 6, 2016 thru June 30, 2018.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
629800	399200	Interfund Trans Wastewater Fund	Expendable Net Assets	10291934	Increase	Credit
629800	449980	Interfund Trans Wastewater Fund	Claims settlement	10291934	Increase	Credit

Total	
Grand Total:	20583868

Request Info	
Type	Budget Amendment
Description	Water settlement of capital recovery fees
Justification	Board Meeting 06/30/2021-Appropriate expendable net assets for the settlement of capital recovery fees charged from March 6, 2016 thru June 30, 2018.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
619800	399200	Interfund Trans Water Fund	Expendable Net Assets	4471457	Increase	Credit
619800	449980	Interfund Trans Water Fund	Claims settlement	4471457	Increase	Credit

Total	
Grand Total:	8942914

Request Info	
Type	Budget Amendment
Description	DSS Temporary Positions
Justification	Board Meeting 11/01/2021-Appropriate additional revenues DHHS is allocating to counties to cover a portion of the county share of administering the FNS program due to the workload increases that counties are experiencing as a result of increased food insecurity due to the pandemic. Brunswick County will be receiving \$121,323.03. The funds are for work already completed and cannot be used to supplant county funding. Due to state and federal waivers, our Medicaid caseloads have doubled. Funding received will be used to create four (4) temporary positions to assist with processing Medicaid applications and Medicaid recertifications.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
145310	331050	DSS-Administration	Federal Revenues - COVID-19	121324	Increase	Credit
145310	465510	DSS-Administration	Grant Subsidy-COVID-19	121324	Increase	Debit

Total	
Grand Total:	242648

Request Info	
Type	Budget Amendment
Description	Sheriff Insurance Proceeds
Justification	Board Meeting 11/01/2021-Appropriate \$25,793 of insurance proceeds to replace total loss vehicle SD506 that was in an accident.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
104310	383913	Sheriff's Office	Insurance Refund	25793	Increase	Credit
104310	454000	Sheriff's Office	Cap Outlay-Vehicle on Road	25793	Increase	Debit

Total	
Grand Total:	51586

Request Info	
Type	Budget Amendment
Description	Insurance Proceeds
Justification	Board Meeting 11/01/2021-Appropriate \$33,887 of fund balance for insurance proceeds received in prior fiscal year with repairs to damaged ambulances and payment of invoices in the current fiscal year.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
100000	399100	General Revenues	Fund Balance Appropriated	33887	Increase	Credit
104332	435300	Emergency Medical Services	Repair and Maint - Vehicles	33887	Increase	Debit

Total	
Grand Total:	67774

Request Info	
Type	Budget Amendment
Description	Landfill Transfer Dewberry
Justification	Board Meeting 11/01/2021-Transfer \$90,000 of funding from the county capital reserve designated for the landfill transfer station project to the project for award of contract with Dewberry for construction materials testing and special inspections in the amount of \$90,000.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
439801	398110	Interfund Trans Co Cap Reserve	Trans Frm General Fund	-90000	Decrease	Debit
439801	464278	Interfund Trans Co Cap Reserve	Landfill Transfer Station	-90000	Decrease	Credit
438210	398110	Landfill Transfer Station	Trans Frm General Fund	90000	Increase	Credit
438210	464001	Landfill Transfer Station	Arch/Engnrg/Legal	90000	Increase	Debit

Total	
Grand Total:	0

**COUNTY OF BRUNSWICK, NORTH CAROLINA
CAPITAL PROJECT ORDINANCE**

**Landfill Transfer Station
(438210)**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Capital Projects Fund:

County Capital Projects Fund:

Revenues:

Transfer from General Fund	<u>5,637,000</u>
Total County Capital Project Revenues	\$ 5,637,000

Expenditures:

Arch/Eng/Legal	427,000
Construction	<u>5,300,000</u>
Total County Capital Project Expenditures	\$ 5,727,000

Section 2. It is estimated that the following revenues will be available in the Brunswick County General Fund:

Current Funds Appropriated	\$ 5,637,000
----------------------------	--------------

Section 3. The following amounts are hereby appropriated in the Brunswick County General Fund:

Contribution to Capital Project Fund	\$ 5,637,000
--------------------------------------	--------------

Section 4. This Capital Project Ordinance shall be entered into the minutes of the November 1, 2021 meeting of the Brunswick County Board of Commissioners.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

From:
Elizabeth Bynum

Action Item # V. - 9.
Sheriff's Office - Notice of Award & Agreement - Inmate Medical RFP

Issue/Action Requested:

Request that the Board of Commissioners award and approve the agreement with Wellpath LLC for the Sheriff's Office Detention Center Inmate Healthcare Services, subject to final contract approval by the County Attorney's Office. The agreement is for a one-year term valued at \$1,388,183.

Background/Purpose of Request:

The agreement and award come after an RFP that was published on September 3, 2021. Three vendors responded to the RFP: Wellpath, Mediko, and Southern Health Partners. Highlights of the agreement include increased hours of Wellpath staff for the weekend nights and increased hours for mental health professional hours during the week. Outside Cost Pool considerations are equivalent to our existing services, as well as contracted services like dental care.

Fiscal Impact:

Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations
Funds available in the current budget

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners award and approve the agreement with Wellpath LLC for the Sheriff's Office Detention Center Inmate Healthcare Services, subject to final contract approval by the County Attorney's Office. The agreement is for a one-year term valued at \$1,388,183.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # VI. - 1.

From:
Daralyn Spivey

Clerk to the Board - Proclamation - National Hunger and Homelessness Awareness Week 2021

Issue/Action Requested:

Request the Board of Commissioner's adopt the Proclamation recognizing the week of November 13-21, 2021 as National Hunger and Homelessness Awareness Week

Background/Purpose of Request:

Mr. Staton reached out requesting the Board declare the week of November 13-21, 2021 as National Hunger and Homelessness Awareness Week to educate the public on the needs of those affected within the County.

Fiscal Impact:

Not Applicable

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioner's adopt the Proclamation recognizing the week of November 13-21, 2021 as National Hunger and Homelessness Awareness Week

ATTACHMENTS:

Description

- National Hunger and Homelessness Proclamation

County of Brunswick
Office of the County Commissioners



**PROCLAMATION DESIGNATING NOVEMBER 13-21, 2021 AS
NATIONAL HUNGER AND HOMELESSNESS AWARENESS WEEK
IN BRUNSWICK COUNTY, NORTH CAROLINA**

WHEREAS, for the past several years the National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness have sponsored National Hunger and Homelessness Awareness week; and

WHEREAS, the purpose of the proclamation is to educate the public about the many reasons people are hungry and homeless in Brunswick County, North Carolina, for very low-income residents, and to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

WHEREAS, there are organizations committed to sheltering, providing supportive services as well as meals and food supplies to the homeless, to wit: faith-based ministries and other nonprofit organizations that assist with the needs of the hungry and homeless; and

WHEREAS, these faith-based ministries and other nonprofit organizations that assist with the needs of the hungry and homeless recognize that hunger and homelessness continue to be a serious problem for many individuals and families in Brunswick County, North Carolina; and

WHEREAS, the intent of National Hunger and Homelessness Awareness Week is consistent with the activities of faith-based ministries and other nonprofit organizations that assist with the needs of the hungry and homeless.

NOW, THEREFORE, the Brunswick County Board of Commissioners does hereby proclaim November 13-21, 2021, as National Hunger and Homelessness Awareness Week and encourages all citizens to recognize that many people lack adequate housing and need support from citizens and private/public nonprofit service entities.

This the 1st day of November, 2021.

Randall Thompson, Chairman
Brunswick County Commissioners

Attest:

Daralyn Spivey
Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

From:
Julie Miller

Action Item # VI. - 2.

Finance - Presentation - Auditor's Report on the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2021 (Paula Hodges, Partner - Martin Starnes and Associates, CPAs, P.A.)

Issue/Action Requested:

Request that the Board of Commissioners receives the report from Ms. Paula Hodges, partner of Martin Starnes and Associates, CPAs, P.A., regarding the auditors' opinion of the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2021.

Background/Purpose of Request:

An independent audit was conducted on the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Brunswick County as of and for the fiscal year ended June 30, 2021.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners receives the report from Ms. Paula Hodges, partner of Martin Starnes and Associates, CPAs, P.A., regarding the auditors' opinion of the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2021.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # VII. - 1.

From:

Edward Conrow

EMS - Coverage Expansion (Ed Conrow, Director)

Issue/Action Requested:

Request the Board of Commissioners to approve the expansion of Brunswick County Emergency Medical Service ambulance coverage with the addition of eight new positions and two new peak load (12 hour) EMS units.

Background/Purpose of Request:

The current growth in Brunswick County continues to impact calls for service with an approximate call volume increase of 14% percent annually compared to the same period in 2020. This correlates to almost 3,000 additional calls for service expected this year. Along with the growth of resident population, the tourist industry continues to thrive and rental properties remain booked after the traditional vacation season. Some of this is directly related to COVID-19 as many cooperate workers are working remotely and now can take advantage of an extended season.

The current growth of Brunswick County, and the expectation of call volume increases, directly reflects the need for additional EMS units. The expansion would require both financial support and time to appropriately implement increased coverage.

The additional units would be staffed based off patterns where the highest call volumes usually occur, and the scheduled coverage block may be adjusted based off seasonal impacts and system needs. The additional staffing required will include four EMT Paramedics and four EMT Intermediates for a total of eight new fulltime employees. The goal would be to have these additional units operational prior to the historic busy season.

The expansion of EMS coverage would assist with maintaining response time goals and reduce gaps in coverage during times of high call volume.

Fiscal Impact:

Budget Amendment Required, Reviewed By Director of Fiscal Operations

Budget amendment appropriates EMS Charges \$423,798, Medicaid Cost Settlement \$200,000, and Local Option Sales Tax (39) \$336,249 for the additional salary and benefits prorated for FY 22, supplies, and equipment.

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners to approve the expansion of Brunswick County Emergency Medical Service ambulance coverage with the addition of two peak load (12 hour) EMS units to be stationed throughout Brunswick County. The expansion would include eight additional fulltime positions at the paramedic and Intermediate EMT level and the purchase of two new ambulances to support the coverage

expansion.

ATTACHMENTS:

Description

- ▣ Hospital Delays and EMS Impacts
- ▣ 20211101 Budget Amendment EMS Coverage Expansion.pdf

Brunswick County

Emergency Services

(910)253-5383
Phone



(910)253-4451
Fax

Hospital Wait Times EMS Impacts

Impacts

Brunswick County, along with other counties within our region and state, has experienced significant hospital delays that are directly impacting emergency medical services delivery capabilities. These impacts are related to several factors which all appear to have come to a crossroad the past two months.

The current growth in Brunswick County continues to impact calls for service with an approximate call volume increase of 14% percent annually compared to the same period in 2020. This correlates to almost 3,000 additional calls for service expected this year. Along with the growth of resident population, the tourist industry continues to thrive and rental properties remain booked after the traditional vacation season. Some of this is directly related to COVID-19 as many cooperate workers are working remotely and now can take advantage of an extended season.

Along with the growth within the county and increased call volumes, many of the hospitals are seeing staffing shortages in all aspects of the medical field. These shortages have directly resulted in the number of available staff members to work emergency departments, intensive care units and patient beds for admitted clients. Additional capacity may be available at the hospitals, but without the appropriate staffing, these beds cannot be used.

With both the increased call volumes and staffing shortages the current COVID-19 situation is compounding the impacts on the hospital and EMS systems. Over the past months, we have seen an increase in active COVID-19 cases along with an increase in those requiring medical attention to include hospitalization. This trifecta has resulted in significant hospital wait times for EMS crews. These wait times can be more than two hours with several instances being three to four hours. These wait times are frequently occurring when call volumes are at their highest not only in Brunswick County but also our surrounding counties to include New Hannover, Pender and Horry.

The average hospital wait has tripled from May 2021 until September 2021 at New Hannover Regional with other providers seeing increases such as Brunswick Novant with a seven-minute average increase. This average may seem minimal but when looking at the detail's hospital wait times can be in the two-to-three-hour time range during peak call volume periods.

Short-term solutions

In response to the increased hospital wait times, Emergency Services has taken several steps to reduce the stress on the EMS system and supporting providers. The initial step was to reduce the call types that the fire departments were dispatched to in an effort to limit fire department first responders being tied up on non-critical calls for service. When an incident is called into the 911 call center, they are categorized by severity before being dispatched. When an EMS unit is responding to a lower priority call and a more serious emergency is received that ambulance is often diverted and may leave fire department personnel tied up on scene for extended periods. The next available ambulance will then be dispatched to the pending call. These lower priority calls do not need immediate medical interventions and can be classified as a lesser priority.

Along with limiting responses, Emergency Services administrative staff have stood up an additional ambulance when hospital wait times have tied up several units. This is normally done during the normal workday if administrative staff is not tied up on other incidents or projects. This has allowed for some expansion of our coverage, but it is not always available. This is a small stop gap in an attempt to lessen the impacts on the EMS system.

Another practice implemented in the field to reduce the time ambulances are tied up at receiving hospitals is for EMS crews to consolidate care of patients. This occurs when multiple units are at one facility and care is transferred to one crew allowing for the other units to become available for additional calls for service. This can not always be accomplished and is based on the level of care a patient may need. Patients are also moved to a hospital triage area if the level of medical care permits.

The current non-emergency medical transport providers were also looked at as a way to fill the gap when county EMS units were not available. Previously two providers were under a franchise agreement to provide non-emergency transport services within Brunswick County. Recently it was found that one of these providers terminated operations within the county without any prior notification. This now leaves one provider that has also seen an increase in service requests due to additional inter facility transports and very little support from other providers. This provider is also the primary transport agency for medical examiner cases. The current capacity of the remaining provider limits their capability to provide additional 911 level support.

Long-term solutions

The current growth of Brunswick County, and the expectation of call volume increases, directly reflects the need for additional EMS units. This is a plan that would require both financial support and time to appropriately implement increased coverage. The recommended plan to meet our growing demand would include the purchase of two additional ambulances in October of 2021. This would allow for the expected build time which could be from six to eight months. Along with the additional ambulances, it is recommended that EMS hire eight additional staff members over a staggered time frame to allow for training which typically takes three to six months. This would include four new positions January 1, 2022, and four additional positions April 1, 2022. This would put EMS in the position to staff two additional peak load (12 hour) paramedic level trucks seven days a week. The additional units would be staffed based off patterns where the highest call volumes usually occur. The goal would be to have these additional units operational prior to the historic busy season.

Request Info	
Type	Budget Amendment
Description	EMS Coverage Expansion
Justification	Board Meeting 11/01/2021-Appropriate revenues of \$960,047 for the expansion of Brunswick County Medical Service ambulance coverage with the addition of two peak load EMS units to be stationed throughout Brunswick County. The expansion would include eight additional fulltime positions at the paramedic and Intermediate EMT level and the purchase of two new ambulances to support the coverage expansion.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
104332	335016	Emergency Medical Services	EMS Charges	423798	Increase	Credit
104332	383956	Emergency Medical Services	EMS Medicaid Cost Settlement	200000	Increase	Credit
104332	412100	Emergency Medical Services	Salary and Wages-Regular	195635	Increase	Debit
104332	418100	Emergency Medical Services	FICA	14966	Increase	Debit
104332	418200	Emergency Medical Services	Retirement	31908	Increase	Debit
104332	418300	Emergency Medical Services	Health Insurance	32580	Increase	Debit
104332	418306	Emergency Medical Services	Life Insurance	400	Increase	Debit
104332	418310	Emergency Medical Services	Dental Insurance	1532	Increase	Debit
104332	418400	Emergency Medical Services	Disability and Long-Term Ins	528	Increase	Debit
104332	423900	Emergency Medical Services	Medical Supplies	5000	Increase	Debit

104332	426002	Emergency Medical Services	Departmental Supplies	5000	Increase	Debit		
104332	426200	Emergency Medical Services	Operating Equip \$500 - \$4 999	14000	Increase	Debit		
104332	426205	Emergency Medical Services	Computers - \$500 - \$4 999	9000	Increase	Debit		
104332	455000	Emergency Medical Services	Cap Outlay-Equipment	649498	Increase	Debit		
100000	323100	General Revenues	Local Op Sales Tax 1% 39 Co	336249	Increase	Credit		

Total								
Grand Total:						1920094		



Brunswick County Board of Commissioners

ACTION AGENDA ITEM

November 1, 2021

Action Item # VII. - 2.

From:
Melanie Turrise, Human Resources
Director

Human Resources - COVID-19 Essential Public Service
Premium Pay Policy and Payment (Melanie Turrise)

Issue/Action Requested:

Request that the Board of Commissioners approve the Brunswick County COVID-19 Essential Public Service Premium Pay Policy and approve to award eligible employees a maximum premium payment of \$2,200 per employee, pro-rated based on the Policy and through the use of ARPA funds.

Background/Purpose of Request:

On March 11, 2021, President Biden signed P.L. 117-2, now known as the American Rescue Plan Act (ARPA) and on May 10, 2021 the U.S. Treasury issued the Interim Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations. Under the Interim Final Rule, recipients of Coronavirus State and Local Fiscal Recovery Funds (CLFRF) may use those funds to retroactively provide premium pay to eligible employees who performed essential work during the COVID-19 emergency.

The proposed premium payment is in recognition of county staff who continued to support our community and provide essential services during a critical time when stay at home orders and social distancing measures were in effect and the county continued to be open to the public.

Eligible full-time employees will receive a maximum payment of \$2,200, which will be pro-rated based on the number of months worked in a full-time position during the eleven-month period of April 1, 2020 through February 28, 2021. For each month that an eligible employee performed work they will receive \$200 for a maximum gross payment of \$2,200. The premium payment will be implemented through payroll upon approval by the Board. The fixed dollar premium payment is considered taxable income.

The Human Resources Department, in coordination with the Finance Department, will certify by position classification and employee interaction for qualification under ARPA guidelines. Eligible employees that meet ARPA eligibility requirements will receive premium payments funded by ARPA funding. The estimated total cost with benefits is \$2.4M

Fiscal Impact:

Budget Amendment Required, Capital Project/Grant Ordinance Required, Reviewed By Director of Fiscal Operations

Budget amendment and the associated capital project ordinance appropriates ARP Funds \$2.4M.

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve the Brunswick County COVID-19 Essential Public Service Premium Pay Policy and approve to award eligible employees a maximum premium payment of \$2,200

per employee, based on the Policy and through the use of ARPA funds.

ATTACHMENTS:

Description

- ▣ COVID-19 Essential Public Service Premium Pay Policy
- ▣ 20211101 CPO ARP Premium Pay.pdf
- ▣ 20211101 Budget Amendment ARP Premium Pay.pdf



Brunswick County COVID – 19 Essential Public Service Premium Pay Policy

PURPOSE:

The County recognizes the unique challenges that the COVID-19 pandemic has presented and will provide a fixed dollar premium payment to eligible employees as set forth in this policy.

On March 27, 2020, North Carolina Governor Roy Cooper issued a “Stay at Home Order” in response to rising COVID-19 cases but exempted a number of essential operations and services. These essential work services included services provided by county governments to ensure the continuing operation of the county government and to provide for or support the health, safety, and welfare of the public. Among those jobs expressly identified as essential, the Governor’s declaration included first responders, emergency management personnel, emergency dispatchers, law enforcement and corrections personnel, child welfare and child protection personnel, water and sewer utility workers, and any other employees working to support essential operations. For the County to provide services during this time without interruption or decline in service level, ALL County employees were deemed essential to the core operations of our organization. These employees faced a higher risk of exposure to COVID-19 in order to continue providing essential services to the public.

On March 11, 2021, President Biden signed P.L. 117-2, now known as the American Rescue Plan Act (ARPA) and on May 10, 2021 the U.S. Treasury issued the Interim Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations. Under the Interim Final Rule, recipients of Coronavirus State and Local Fiscal Recovery Funds (CLFRF) may use those funds to retroactively provide premium pay to eligible employees who performed essential work during the COVID-19 emergency.

This policy is implemented in recognition of county staff who have continued to support our community and provide essential public services during this critical time when stay at home orders and social distancing measures were in effect and the county continued to be open to the public and provide services to the community.

POLICY AND PROCEDURE:

ELIGIBILITY

Employees that meet all of the following criteria are eligible to receive a pro-rated fixed dollar premium payment, based on the number of months worked in a full-time position during the eleven-month period of **April 1, 2020 through February 28, 2021, or other dates as approved by the Board:**

- Employee was employed in a full-time essential position during the identified time period.
- Employee worked on-site and provided in-person services* during the above time period.
- Employee is in active full-time status at the time the premium payment is issued.

**In-person services is defined as work involving regular in-person interactions with patients, the public, or co-workers, OR regular physical handling of items that were handled by patients, the public, or co-workers. By way of example, Employees who teleworked for a monthly period without handling items which were handled by others, are not eligible for the monthly premium. Also, Employees who did not work for a monthly period, such as an employee using FMLA, leave, or workers compensation, are not eligible for the monthly premium.*

CALCULATION AND METHOD OF PAYMENT

The premium payment is pro-rated based on the number of months worked by an eligible full-time employee during the identified time period.

The fixed dollar premium payment is considered taxable income.

IMPLEMENTATION & OVERSIGHT

- The Human Resources Department, in coordination with the Finance Department, will certify eligibility of each employee for premium payment. They will also certify eligibility by position classification and employee interaction for qualification under ARPA guidelines. Eligible employees that meet ARPA eligibility requirements will receive premium payments funded by ARPA funding.
- Premium pay will not exceed \$13 per hour or a total of \$25,000 to any single worker, per Federal guidelines.
- In the event Premium Pay would increase an eligible employee's total salary above 150 percent of the state's annual wage, written justification shall be documented to demonstrate that the employee meets the eligibility criteria. Based on the current North Carolina average annual wage of \$51,010, the justification shall be required for any employee with an annual wage of at least \$74,315. This is approximately 87 employees.
- The Finance Department will be responsible for issuing fixed dollar premium payment(s) to eligible employees. The premium payment will be implemented through payroll following the date of Board approval.
- The Finance Department will be responsible for all policy monitoring, internal controls, and required ARPA compliance reporting related to the premium payment(s).
- All premium pay distribution records will be retained by the County for at least five (5) years from final payment made using ARPA funding. Records and documentation will be made available to US Treasury, or any other authorized oversight body, by request.

COUNTY OF BRUNSWICK, NORTH CAROLINA
CAPITAL PROJECT ORDINANCE
American Rescue Plan
(230010)

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Grants Fund:

American Rescue Plan

Revenues:

American Rescue Plan Revenue	<u>27,741,111</u>
Total Grant Fund Revenues	\$ 27,741,111

Expenditures:

Salary and Wage Reimbursement	2,000,000
Fringe Benefite Reimbursement	400,000
American Rescue Plan Expenditure	<u>25,341,111</u>
Total Grant Fund Expenditures	\$ 27,741,111

Section 4. This Grant Ordinance shall be entered into the minutes of the November 1, 2021 meeting of the Brunswick County Board of Commissioners.

Request Info	
Type	Budget Amendment
Description	COVID Premium Pay
Justification	Board Meeting 11/1/2021 - Appropriate \$2,400,000 of budgeted American Rescue Plan (ARP) funds for eligible premium pay to essential workers as per approved COVID-19 Essential Public Service Premium Pay Policy and Payment.
Originator	CHRISTINA KENNEDY

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
230010	412990	American Rescue Plan	Salary and Wages - Reimburse	2000000	Increase	Debit
230010	418900	American Rescue Plan	Fringe Benefits Reimbursements	400000	Increase	Debit
230010	464052	American Rescue Plan	American Rescue Plan	-2400000	Decrease	Credit

Total	
Grand Total:	0



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # VIII. - 1.

From: Clerk to the Board - Trillium Board Interim Appointment
Daralyn Spivey

Issue/Action Requested:

Request the Board of Commissioners appoint Commissioner Cooke to the Trillium Health Advisory Board.

Background/Purpose of Request:

The Trillium Health Advisory Board seat was vacated with the resignation of Commissioner Sykes in October. The By-Laws of the Trillium Health Advisory Board require one member of the Board of Commissioners to be appointed.

Fiscal Impact:

Not Applicable

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners appoint Commissioner Cooke to the Trillium Health Advisory Board.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
November 1, 2021

Action Item # IX. - 1.

From: FY23-FY27 Strategic Plan Goals and Objectives Overview
Meagan Kascsak, Communications
Director

Issue/Action Requested:

Request the Board of Commissioners hear a presentation reviewing the draft FY23-27 Strategic Plan and consider its adoption.

Background/Purpose of Request:

Brunswick County's Strategic Plan guides and sets the direction for county operations, initiatives, projects over the course of five fiscal years. The plan includes the county government's mission, vision, values, and strategic goals as identified by the Board of County Commissioners. The Board reviews the plan annually. County staff develop and coordinate tactics and strategies that support these priority goals and objectives along with key performance indicators to track and measure performance and outcomes. More information about Brunswick County's Strategic Plan is at brunswickcountync.gov/strategicplan

Fiscal Impact:

Approved By County Attorney:

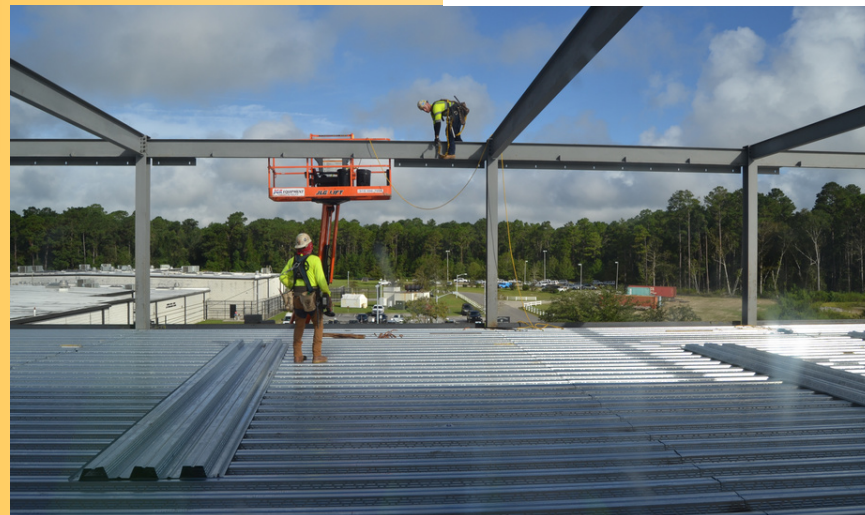
ATTACHMENTS:

Description

- ☐ FY23-FY27 Strategic Plan Presentation for Nov. 1, 2021
- ☐ FY23-FY27 Strategic Plan Overview

Brunswick County FY23-FY27 Strategic Plan

Draft Plan





Mission Statement

OUR MISSION

We provide the highest level of service to support an active, dynamic, and thriving community. In cooperation with our local and regional partners, we collaborate to provide responsive and efficient services that support and advance the development of our community's educational, recreational, and economic prosperity.



Vision Statement



OUR VISION

Brunswick County is a prosperous, vibrant, and forward-thinking community that offers opportunities to enhance and sustain the highest quality of life for residents.

Our Values

RESPECT

We treat our residents and one another with the highest regard for dignity and courtesy. We are dedicated to the protection and preservation of our residents' personal rights and freedoms at every level of government. We exemplify the dedication, efficiency, and effectiveness recognized as exceptional customer service qualities.

INTEGRITY

We strive to be honest and transparent in all that we do. We provide accurate information and guidance to strengthen positive relationships between residents and their county government.

COLLABORATION

We are open-minded and welcoming to new ideas and diverse perspectives. We engage and foster strong, long-lasting partnerships to expand our opportunities for feedback and representation in our decisions and actions.

ACCOUNTABILITY

We honor the authority entrusted to us to serve and protect our residents and preserve our natural and fiscal resources through ethical and responsible stewardship.

INNOVATIVE

We are a goal-oriented and future-driven community that seeks out thoughtful and industrious means to improve service quality and delivery both effectively and affordably.

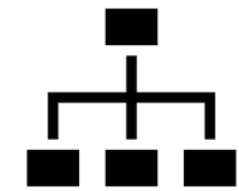
Board of County Commissioners' Strategic Goal Areas



Economic Development



Education



Excellent Government



Growth and Sustainability



Healthy and Safe Community



Economic Development

-  To grow and strengthen economic prosperity through exceptional service and collaborative efforts to recruit and retain quality employers that advance our commercial, industrial, agricultural, tourism, and hospitality sectors.

Economic Development



OBJECTIVE NO.1

Foster partnerships to collectively develop strategies and inspire a positive business environment.

OBJECTIVE NO.2

Support policies and developments that strengthen and diversify the county tax base and create jobs that pay a living wage.





Education

To build an educated and highly skilled workforce by supporting the development of future-driven and accessible education and training opportunities for students of all ages and backgrounds.

Education

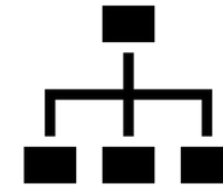
OBJECTIVE NO.1

Continue to collaborate with county educational partners to support their efforts to teach and retain students, faculty, and staff.

OBJECTIVE NO.2

Identify pathways to future success and skill development for students after high school and beyond.

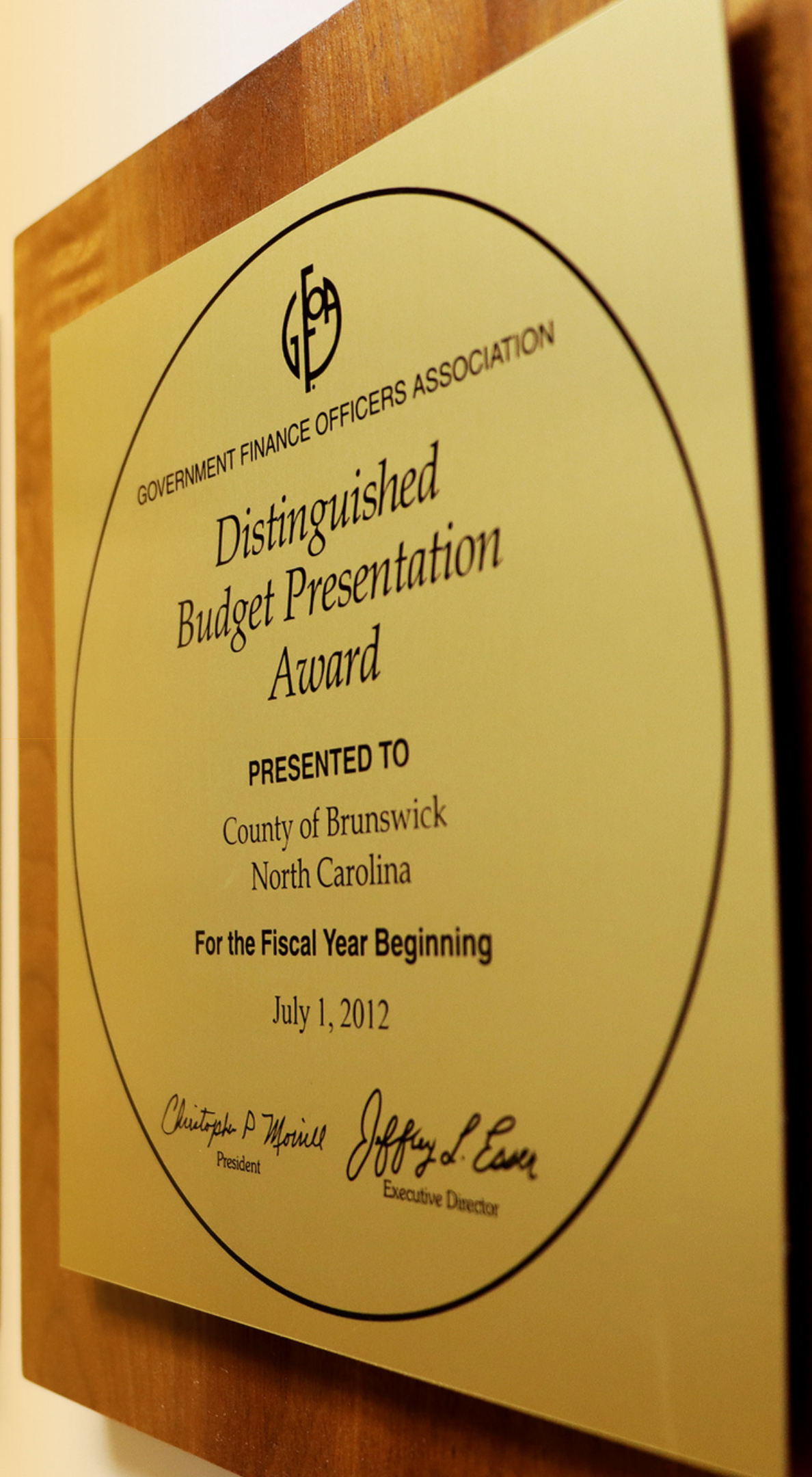




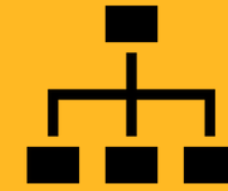
Excellent Government



To demonstrate forward-thinking and high-performing standards within the county government through exceptional leadership, planning, and customer service.



Excellent Government



OBJECTIVE NO.1

Maintain the county government's positive financial position, low tax rate, and credit strength.

OBJECTIVE NO.2

Attract and retain an experienced, skilled, and diverse county government workforce.

OBJECTIVE NO.3

Create an environment where residents feel respected and engaged in county government decisions.



Growth and Sustainability



To encourage the development of innovative strategies and policies for infrastructure, transportation, and the environment that support residential, commercial, and industrial growth.

Growth and Sustainability

OBJECTIVE NO.1

Continue efforts to offer utility customers with robust, reliable, and high-quality water and wastewater services.

OBJECTIVE NO.2

Form and sustain partnerships to provide a strong regional utility system for the benefit of all customers countywide.



Growth and Sustainability

OBJECTIVE NO. 3

Encourage forward-thinking development and construction practices that balance respect for natural resources and private property.

OBJECTIVE NO. 4

Support accessible and multimodal transportation options that connect residents to services and employment opportunities.





Healthy and Safe Community

To support the advancement of health and safety efforts in our county that incorporate current best practices and anticipate the county's future growth and development.

Healthy and Safe Community



OBJECTIVE NO.1

Continue to respond timely and effectively to emergency situations when they arise.

OBJECTIVE NO.2

Support policies and initiatives that deter criminal activity and reduce risks for residents and visitors while incorporating mitigation strategies learned from previous reviews and experiences.

OBJECTIVE NO.3

Develop proactive and responsible programs focused on reducing negative outcomes related to preventable health issues, diseases, mental health challenges, and substance abuse.

Next Steps



Goals and Budget Timeline – Next 5 Months

SELECTED ITEMS / SUBJECT TO CHANGE AS APPROVED BY THE BOARD OF COMMISSIONERS



NOVEMBER 2021

Board of Commissioners reviews and considers adoption of FY23-27 Strategic Plan

Check-in meetings with department heads on goal setting expectations

DECEMBER 2021

Distribution of goal forms and instructions to departments

JANUARY 2022

Departments submit goals to Administration for compilation

Distribution of FY23 budget forms and instructions

FEB. 7-8, 2022

Commissioners' countywide goal workshop with departments

MARCH 2022

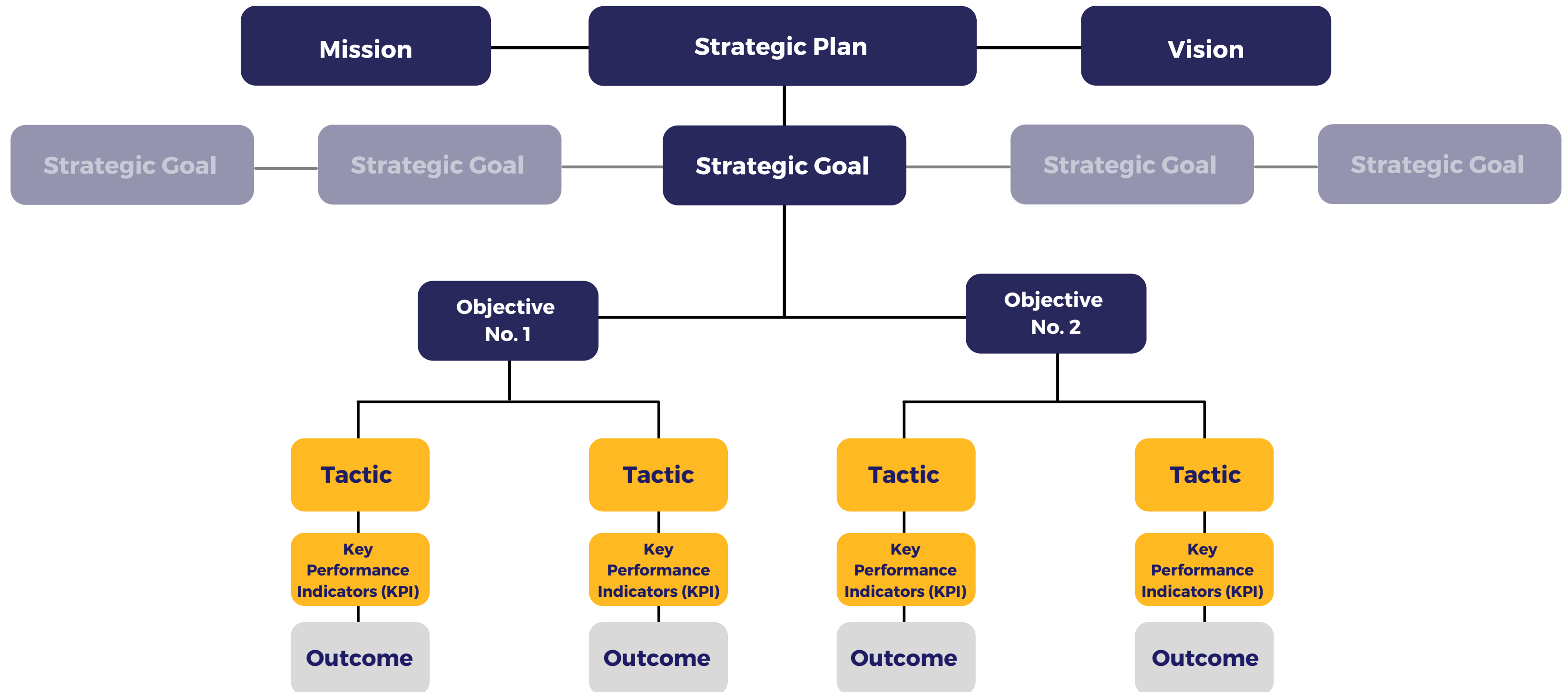
Departments submit budget requests to Administration for compilation

Department Tactics and KPI

Who sets direction?

Commissioners

County Staff



RECOMMENDATIONS

Consider adoption of FY23-27 Strategic Plan

Address any requests to revise or add to the plan.

PLANS FOR NEXT YEAR

Review goals annually

Discuss commissioner focus areas and objectives every fall while reviewing department performance and outcomes.



Brunswick County FY23-FY27 Strategic Plan

Draft Plan



Brunswick County Government
30 Government Center Drive NE, Bolivia, NC 28422
800.442.7033 / brunswickcountync.gov





FY23-FY27 Strategic Plan

Draft Plan

Our Mission

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We strive to be honest and transparent in all that we do. We provide accurate information and guidance to strengthen positive relationships between residents and their county government.



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ACCOUNTABILITY

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INNOVATIVE

We are a goal-oriented and future-driven community that seeks out thoughtful and industrious means to improve service quality and delivery both effectively and affordably.



Strategic Goals



ECONOMIC DEVELOPMENT

To grow and strengthen economic prosperity through exceptional service and collaborative efforts to recruit and retain quality employers that advance our commercial, industrial, agricultural, tourism, and hospitality sectors.

- Objective No. 1: Foster partnerships to collectively develop strategies and inspire a positive business environment.
- Objective No. 2: Support policies and developments that strengthen and diversify the county tax base and create jobs that pay a living wage.



EDUCATION

To build an educated and highly skilled workforce by supporting the development of future-driven and accessible education and training opportunities for students of all ages and backgrounds.

- Objective No. 1: Continue to collaborate with county educational partners to support their efforts to teach and retain students, faculty, and staff.
- Objective No. 2: Identify pathways to future success and skill development for students after high school and beyond.



EXCELLENT GOVERNMENT

To demonstrate forward-thinking and high-performing standards within the county government through exceptional leadership, planning, and customer service.

- Objective No. 1: Maintain the county government's positive financial position, low tax rate, and credit strength.
- Objective No. 2: Attract and retain an experienced, skilled, and diverse county government workforce.
- Objective No. 3: Create an environment where residents feel respected and engaged in county government decisions.



Strategic Goals (continued)



GROWTH AND SUSTAINABILITY

To encourage the development of innovative strategies and policies for infrastructure, transportation, and the environment that support residential, commercial, and industrial growth.

- Objective No. 1: Continue efforts to offer utility customers with robust, reliable, and high-quality water and wastewater services.
- Objective No. 2: Form and sustain partnerships to provide a strong regional utility system for the benefit of all customers countywide.
- Objective No. 3: Encourage forward-thinking development and construction practices that balance respect for natural resources and private property.
- Objective No. 4: Support accessible and multimodal transportation options that connect residents to services and employment opportunities.



HEALTHY AND SAFE COMMUNITY

To support the advancement of health and safety efforts in our county that incorporate current best practices and anticipate the county's future growth and development.

- Objective No. 1: Continue to respond timely and effectively to emergency situations when they arise.
- Objective No. 2: Support policies and initiatives that deter criminal activity and reduce risks for residents and visitors while incorporating mitigation strategies learned from previous reviews and experiences.
- Objective No. 3: Develop proactive and responsible programs focused on reducing negative outcomes related to preventable health issues, diseases, mental health challenges, and substance abuse.

ABOUT THE STRATEGIC PLAN

Brunswick County's Strategic Plan guides and sets the direction for county operations, initiatives, projects over the course of five fiscal years. The plan includes the county government's mission, vision, values, and strategic goals as identified by the Board of County Commissioners. The Board reviews the plan annually. County staff develop and coordinate tactics and strategies that support these priority goals and objectives along with key performance indicators to track and measure performance and outcomes. More information about Brunswick County's Strategic Plan is at brunswickcountync.gov/strategicplan.